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STANDARD FORM NO. 64

Security Information

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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Logistics Office

DATE: 20 August 1953

FROM : Chief, Inspection and Review Staff

SUBJECT: Weekly Activity Report.

## 1. General.

### a. O & M Service Survey of DD/P Logistics Functions. (continued Item.)

- (1) Project was initiated approximately 27 July 1953.
- (2) I & R Staff is furnishing technical advice and assistance to the Agency.
- (3) Survey of Logistics functions, EE Division was completed 19 August 1953. A copy of the survey report will be furnished Logistics Office approximately 25 August 1953.
- (4) Survey of SE Division commenced 20 August 1953.

### b. Review of Logistics Office Personnel Ceilings (completed item.)

Completed a review of the current personnel strength and personnel in process for each division and staff of the Logistics Office. Purpose of review was to ascertain the action necessary to enable the Office to meet the recently imposed reduction in authorized strength to [redacted] positions.

Recommendations were submitted to the Chief of Logistics.

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## 2. (3) Other Items of Interest.

### a. Secretarial Assistance (complete item)

[redacted] was assigned as secretary until approximately 31 August 1953, at which time a permanent secretary will be assigned.

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